

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Purchase Order Approval (Staff recommends approval).

REQUESTED ACTION: Approve Purchase Orders

☐ Work Session (Report Only) **DATE OF MEETING:** 9/14/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Budget & Purchasing

BUDGET IMPACT: _____
☐ Annual **FUNDING SOURCE:** _____
☐ Capital **EXPENDITURE ACCOUNT:** _____
☐ N/A

HISTORY/FACTS/ISSUES:

PO Number	PO Amount	Vendor Name	PO Description
53965	\$38,256.00	The Villages Technology Solutions Group	Fax Server 9.4 Enterprise Suite, Licenses, Labor, & Installation

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53965

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

☐

The Villages Technology Solutions Group
1026 Canal Street
The Villages, FL 32162

☐ **DATE** September 10, 2010

☐ **DEPT.** Information Technology

☐ **BY** 

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001-415-519-5200		1	Fax Server 9.4 Enterprise Suite	16,416.00	16,416.00
			Discounted Amount 40.00%	-6,566.40	-6,566.40
		7	Fax 1 Channel License	1,675.00	11,725.00
			Discounted Amount 40.00%	-4,690.00	-4,690.00
		7	Esential SW Cisco Fax Chan Lic	433.00	3,031.00
			Discounted Amount 10.00%	-303.10	-303.10
		1	CFS Connector for Sharepoint 2007	3,582.00	3,582.00
			Discounted Amount 40.00%	-1,432.80	-1,432.80
		6	CFS MEP Module 3.0 for Ricoh 1-9 Devices	747.00	4,482.00
			Discounted Amount 40.00%	-1,792.80	-1,792.80
		1	SR 140 Boardless Fax 8 Channel	9,300.00	9,300.00
			Discounted Amount 40.00%	-3,720.00	-3,720.00
		1	US Only Essential SW SR140 Boardless	2,542.00	2,542.00
			Discounted Amount 10.00%	-254.20	-254.20
		1	US Only Essential SW Cisco Fax Ent	4,610.00	4,610.00
			Discounted Amount 10.00%	-461.00	-461.00
		1	US Only Essential SW CFS MEP Module for Ricoh	187.00	187.00
			Discounted Amount 10.00%	-18.70	-18.70
001-415-519-3400		2	Project Management	120.00	240.00
		12	Network Design/Configuration	115.00	1,380.00
TERMS: T-188 Will cover funds for Object Code 5200.				TOTAL	38,256.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ **DATE:** _____

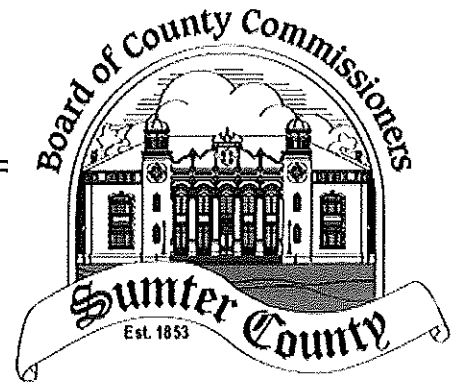
OFFICER OR DEPT. HEAD

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-801262366C-3.

Division of Support Services

Information Technology

7375 Powell Road • Wildwood, FL 34785 • Phone (352) 689-4430 • FAX: (352) 689-4431
Website: <http://sumtercountyfl.gov>



Memo

To: BOCC
From: George Robinson
Date: 9/10/2010
RE: Fax Server Solution

The Villages Technology Solutions Group has been selected for the service based on their implementation and support plan. TSG's solution also will provide an added feature of allowing incoming faxes to automatically go into departmental specific databases. This will be an added benefit to assist in document retention as well as allowing searches for a specific fax based on a key word or phrase. This feature is not available with IKON's quote

Lita N. Hart,
Risk Manager
(352) 689-4430
Fax (352) 568-6616
7375 Powell Road
Wildwood, FL 34785

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County Administrator
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Wildwood, FL 34785

Sandra Howell,
Assistant County Administrator
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Richard "Dick" Hoffman, Dist 1
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7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Don Burgess, Dist 3
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Garry Breeden, Dist 4
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Randy Mask, Dist 5
2nd Vice Chairman
Office: (352) 689-4400
Home: (352) 793-3930
7375 Powell Road
Wildwood, FL 34785



The Villages Technology Solutions Group
 1026 Canal St
 The Villages, FL
 352-753-6743
 352-753-6265 - FAX

SALES QUOTATION

Customer Brad Arnold
 352-793-0200

Reference
 Quote Number

E-mail
 Address 910 North Main Street
 Bushnell, Florida 33513

Account Manager Hugh Honts
 Account SE Chad Ritch

Description	List Price	Qty	Discounted Amount	Extended Price	Discount	Final Price
Fax Server 9.4 Enterprise Suite	\$ 16,416.00	1	40.00%	\$ 16,416.00	\$ 6,566.40	\$ 9,849.60
FAX 1 CHANNEL LICENSE	\$ 1,675.00	7	40.00%	\$ 11,725.00	\$ 4,690.00	\$ 7,035.00
ESSENTIAL SW CISCO FAX CHAN LIC	\$ 433.00	7	10.00%	\$ 3,031.00	\$ 303.10	\$ 2,727.90
CFS CONNECTOR FOR SHAREPOINT 2007	\$ 3,582.00	1	40.00%	\$ 3,582.00	\$ 1,432.80	\$ 2,149.20
CFS MEP MODULE 3.0 FOR RICOH 1-9 DEVICES	\$ 747.00	6	40.00%	\$ 4,482.00	\$ 1,792.80	\$ 2,689.20
SR140 BOARDLESS FAX 8 CHANNEL	\$ 9,300.00	1	40.00%	\$ 9,300.00	\$ 3,720.00	\$ 5,580.00
US ONLY ESSENTIAL SW SR140 BOARDLESS	\$ 2,542.00	1	10.00%	\$ 2,542.00	\$ 254.20	\$ 2,287.80
US ONLY ESSENTIAL SW CISCO FAX ENT	\$ 4,610.00	1	10.00%	\$ 4,610.00	\$ 461.00	\$ 4,149.00
US ONLY ESSENTIAL SW CFS MEP MODULE FOR RICOH	\$ 187.00	1	10.00%	\$ 187.00	\$ 18.70	\$ 168.30
Totals				\$ 55,875.00	\$ 19,239.00	\$ 36,636.00

	Qty	Rate	
Project Management	2	\$ 120.00	\$ 240.00
Network Design/Configuration	12	\$ 115.00	\$ 1,380.00
Totals			\$ 1,620.00

Total \$ 38,256.00

Proposal for Centralized Faxing Solution



PREPARED BY:

Rob Wilds
Solution Consultant
(813) 421-0576
rwilds@ikon.com

PREPARED FOR:

Sumter County

Proposal Submitted: September 9th, 2010



Document Efficiency
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A RICOH COMPANY

Why IKON

The IKON Difference



Facts about IKON...

- As a Ricoh company, IKON is part of a financially stable organization with FY07 annual revenues of over \$22 billion making it a safe choice to partner with today and in the future.
- Over 400 IKON branches nationwide dedicated to document solutions and helping your business grow locally and nationwide.
- Only company in the world to be awarded the Deming award TWICE. Awarded to companies who make exceptional advancements in the pursuit of technology.
- ISO9001:2000 certified
- 45 Service Technicians in Orlando area
- As a leader in Environmental stewardship, has earned multiple awards including World Environmental Center (WEC) Gold Medal for its International Achievement in Sustainable Development
- Zero-to-waste landfill operations at all manufacturing plants
- Global reach, local presence. We manage IKON, a Ricoh corporation at a local level with all decisions made in by our area VP.

There are many reasons why companies choose to partner with IKON, including our access to best-in-class technology and the strength of our people and support structure. *Ultimately, however, customers stay with IKON for our commitment to helping their businesses succeed.*

Our Approach

- Customized solutions through in-depth discovery focused on customer needs
- Deployed through experienced IKON employees, not partners or agents

IKON uses a consultative approach—first understanding your needs, then applying and integrating the hardware, software and services that will best address your document management requirements. We ensure that our customers consistently receive the highest level of technical and integration support by utilizing IKON employees to deploy our solutions. We do not use partners or agents so that we can hold everyone involved in your solution implementation accountable to deliver the results you need.

Our Solutions

- Award winning technology choices with open architecture backed by world class service and support
- End-to-end solutions for all phases of the document lifecycle
- Flexible financing options

IKON offers open architecture products that can be customized for your infrastructure. Leveraging IKON's expertise and network of technology partners, we also deploy software solutions that deliver measurable results. IKON provides end-to-end solutions through one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation. IKON Financial Services® provides flexible financing options to meet your specific needs through payment and invoicing options at no additional fee, No automatic 12-month term renewals or documentation fees and choice of payment due date

Our People

- Experienced team supported by comprehensive award winning training
- We take accountability for your results

Our team of sales and technical resources are personally committed to bringing the best solution to each individual customer and we hold them accountable for your results. You can expect quarterly account reviews with your account representative to ensure we are meeting your expectations today and on a move forward basis. IKON professionals have an average of 7 years experience and undergo an average of 100 hours of training per year. They work in conjunction with our dedicated systems analysts to concentrate on your digital document needs. Our highly trained team of 72 service technicians in Kansas City have an average tenure of 12 years. They support specific customers in assigned territories, so your technician will always be nearby. The "IKON EDGE" ensures they will have necessary parts they need to service your equipment. This process fosters solid relationships and a true understanding of your operations, applications and peak production periods to ensure maximum responsiveness and uptime.

Our Company

- Support resources of a major international corporation committed to quality, innovation and the environment
- Flexible and responsive localized decision making

IKON leverages the manufacturing and engineering expertise of Ricoh, a global technology innovator, with the experience and reach of our locally based sales and services teams. Our experience has taught us that the people best suited to make decisions about the services and support offered to our customers are those closest to our clients and their needs. Localized decision-making is a fundamental IKON organizational paradigm. Simply put, this process translates into fast, consistent, world-class service for our customers.



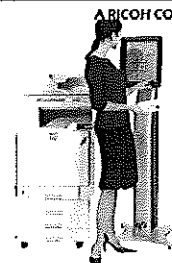
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John Brinson
Network Administrator
Sumter County Government, Florida

Mr. Brinson,

Thank you for taking the time to speak with us regarding your faxing needs. Based on our discussion on Wednesday 9 September, the following goals have been identified:

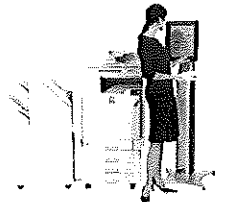
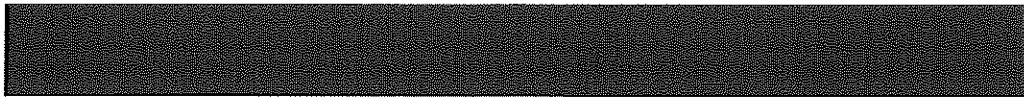
- Sumter County Government users will be given access to desktop faxing functionality using a fax print driver.
- Inbound faxes will be routed to a select few members within each department who will be required to then send faxes via email to the proper destination.
- The proposed fax solution will integrate with one (1) Cisco VOIP phone system provided by Sumter County Government (utilizing standard t.38 connectivity)
- "Train the Trainer" sessions will be conducted by IKON for a maximum of 8 end users. The sessions will be conducted either on location or remotely.
- Sumter County government will provide a server that meets or exceeds minimum recommended hardware and OS specifications (see attached document)
- Average daily fax volume (inbound and outbound) will be 200 to 300 total faxes with an average of 5 pages per fax

The pricing for the solution is \$25087.00 (excluding any applicable taxes) which includes the following deliverables:

- Professional Services installation of fax server software on server provided by Sumter County Government
- One (1) four (4) training session for a maximum of eight (8) end users in the form of a "train the trainer session". Quick reference documentation will be provided.
- Eight (8) hours of fax server administration training
- 30 days of Professional Services support from the date of project completion
- Access to IKON Customer support department after 30 day Professional Services Support period has ended
- One year of vendor maintenance. Yearly renewal is recommended
- Integration with existing Microsoft Exchange Server for inbound fax delivery via email
- Configuration for a maximum of five (5) end user workstations for outbound faxing. Sumter County Government will be instructed on procedures for setting up workstations for outbound faxing.

Rob Wilds
Solution Consultant
(813) 421-0576
rwilds@ikon.com

Reservation of Rights—In response to your invitation, we are pleased to submit this proposal for your consideration. We recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.



RICOH RANKED AMONG THE TOP IN U.S. COPIER MARKET

Caldwell, N.J., April 16, 2010 – In the annual Gartner U.S. copier market report for 2009, Ricoh Americas Corporation has been ranked number one for the third consecutive year in the combined black and white and color copier segment, earning a 23.1 percent share of the total market for multi-function products (MFPs)¹. Ricoh also finished first for the seventh straight year in the color copier market with a 26.7 percent stake. For the black and white copier category, it finished a close second with a 21.5 percent market share. These percentages are calculated using total market share, which includes dealer, direct and retail products (Printer, Copier and MFP Quarterly Statistics United States: Database, Cindy K. Masaki, Federico DeSilva - February 17, 2010).

Ricoh makes "Global 100" List for 6th year in a row

Ricoh recognized for their emphasis on environmental management

Tokyo, February 5, 2010 — This is the sixth consecutive year that Ricoh has been listed in the "Global 100 Most Sustainable Corporations in the World," known as the "Global 100." Starting in 2005, Corporate Knights Inc. of Canada has selected the top 100 corporations in the world every year by highlighting global corporations which have been the most proactive in managing environmental, social and governance issues (ESG) integrated with financial data.

The 2010 Global 100 was announced on January 27, timed to coincide with the opening day of the Annual General Meeting of the World Economic Forum held in Davos, Switzerland.

Evaluation expanded to 3000 companies in 2010 from 1800 companies in 2009, and companies were selected from 24 countries. Ricoh stood out for the 6th consecutive year with particular emphasis on environmental management, while fifty percent of the 2009 companies remained on the list in 2010 and the total number of Japanese companies dropped to 5 from 15 in 2009

Ricoh selected for 2010 "WORLD'S MOST ETHICAL COMPANIES" for the second year in a row

Award Recognizes Real and Sustained Ethical Leadership Within Various Industries

Tokyo, March 29, 2010 — Ricoh Company, Ltd. announced today it has been named one of the 2010 World's Most Ethical Companies by the Ethisphere Institute. This is the second year in a row that the company is thus honored for going beyond legal minimums, introducing innovative ideas to benefit the public and forcing its competitors to follow suit by consistently upping the ante for what it takes to be an ethical leader.

"Our leadership is dedicated to communicating the importance of ethics as a critical part of running a business," said Mariko Azuma, General Manager, CSR Office, "and we strive to ensure all of our employees maintain the high standards we have set for ourselves. This repeated honor validates our commitment to promoting a solid ethical environment within our corporation."

"The competition for the World's Most Ethical Companies was the strongest it has ever been, with a record number of organizations vying for this distinguished honor," said Alex Brigham, Executive Director of the Ethisphere Institute. "This year's group recognizes the important role ethics play in brand reputation, which ultimately is the most valuable asset for a corporation. There is a strong correlation between a company's ethics program and its performance, with ethical companies outperforming the market both in terms of upside performance as well as in avoidance of catastrophic investor loss. This proves that having a commitment to ethics is a competitive advantage and is imperative to business."

As part of the methodology for this year's WME ranking, every company was then given an EQ score based on the results of the survey and measured against seven distinct categories. These categories were Corporate Citizenship and Responsibility; Corporate Governance; Innovation that Contributes to the Public Well Being; Industry leadership; Executive Leadership and Tone from the Top; Legal, Regulatory and Reputation Track Record; and Internal Systems and Ethics/Compliance Program.

www.ikon.com



Please direct any questions on this proposal to:

Rob Wilds
Solution Consultant
Phone: 813.421.0576
Email: rwilds@ikon.com



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